

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 03-372

OPENING DATE: 12 December 2003

CLOSING DATE: 12 January 2004

ANTICIPATED FILL DATE: 8 Feb 04

### POSITION TITLE AND NUMBER

Military Personnel Clerk  
PDCN R9581000 MD # 1320-232

### UNIT/ACTIVITY AND DUTY LOCATION

AGPE, NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 9.62%)

GS-0204-05 \$25,697.00 - \$33,402.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATIONS REQUIREMENTS:** Must have six months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with dates*) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to examine reports, forms and other documents to insure completeness and conformity to policy and procedures.
2. Ability to explain information verbally and to prepare routine correspondence.
3. Ability to apply rules/regulations to processing military personnel actions.
4. Knowledge of the military organization and its function/mission.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. CMF 71)

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**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Processes a variety of military personnel transactions. Provides assistance to members and dependents involving benefits and entitlements. Reconstructs and verifies situations and facts pertaining to each assigned transaction. Understands and applies substantive and procedural requirements. Serves as the final clerical reviewer and authoritative resource prior to action officer signature on all standard military personnel transactions. Initiates and maintains military personnel records for assigned and attached officer and enlisted individuals. Ensures complete and correct military personnel data is provided and entered into automated personnel reporting systems as required. Screens records and other information to identify qualification for special assignments, schools, training, officer candidate, retirement, as well as for other requests for historical data. Reviews and evaluates service histories of current military personnel and prior service personnel interested in joining the National Guard. Reviews current and previously applicable regulations and rules that determine qualifications and establish entitlements to military grade, assignment, qualification, training, retirement credit, and other benefits. Studies special action cases and makes recommendations as to the appropriate disposition. Performs a variety of military personnel related administrative duties to include typing and distribution of correspondence and other written material; maintaining master files of publications, special orders, correspondence, etc.; receiving and distributing mail; receiving and directing visitors and telephone calls; and preparing reports including unit status and readiness inquiries. Validates and provides information used by other organizations such as payroll data, medical information, data requested and used by management, etc. May be required to operate various automated office equipment, to include word processors or data automation equipment. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**